



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350

34 pgs

IN REPLY REFER TO

OPNAVINST 4535.1A

PERS-653

26 MAY 1987

OPNAV INSTRUCTION 4535.1A

From: Chief of Naval Operations

Subj: VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL PROPERTY

Ref: (a) DOD Directive 1125.3 of 7 Apr 78 (NOTAL)  
(b) SECNAVINST 4535.3 (NOTAL)

Encl: (1) Requirements and Operating Procedures  
(2) Definitions  
(3) Sample Report Letter  
(4) Official State Licensing Agencies

1. Purpose. To issue revised administrative policy guidance and procedures for the operation of the vending facility program for the blind within the Navy. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4535.1

3. Applicability. This instruction is applicable to all Navy activities in the 50 states, the District of Columbia, Puerto Rico, American Samoa, Guam, and the Virgin Islands.

4. Background. The Randolph-Sheppard Vending Stand Act requires the establishment of a vending facility program for the blind on Federal property. The most recent amendments to the Act specifically provide State licensing agencies for the blind a priority right to operate vending facilities and cafeterias, establish requirements for the inclusion of blind vending stands in certain newly constructed or renovated buildings, and direct that a portion of net income from some vending machines be shared with State licensing agencies.

5. Policy. Policy guidance and procedures for the operation of the vending facility program for the blind within the Navy are contained in enclosure (1). Applicable terms used in this directive are defined in enclosure (2). Reference (a) is the basic policy on Randolph-Sheppard Act matters within the Department of Defense and is overriding should there appear to be any conflicts between it and this directive or other implementing Navy directives.

6. Responsibilities

a. The Commander, Naval Military Personnel Command (COMNAVMIL-PERSCOM) is responsible for the vending facility program for the

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blind within the Navy. The Director, Human Resource Management Department (NMPC-6), is designated as coordinator for this program.

b. Activity commanding officers are responsible as the "on-site official" for Randolph-Sheppard Act matters as designated in reference (a), the governing directive. Navy Legal staff members should be consulted in the process of engaging in any substantive discussions with State licensing agencies.

c. In those instances in which Navy commands are tenants of structures under the management control of other services or agencies, the "on-site official" is the member of the government organization with property management control of the building occupied by the Navy command. The responsible Navy commander is the "on-site official" in instances in which buildings are under the management control of the Navy but occupied by personnel of other services. Only one "on-site official" shall be responsible for a building or installation with multiple command occupancy. That official shall be the commander who has the property management control of the building or installation.

d. Major claimants will remain cognizant of actions by subordinate commands in implementing the provisions of the Randolph-Sheppard Act to ensure consistency of procedures and to present a focal point for the resolution of common issues which impact upon the Navy's relationship with State licensing agencies.

e. Requests concerning the priority right of the blind, received directly by an on-base subordinate or tenant organization, will be referred to the on-site official for action. Such requests of individual blind vendors must be exercised through the appropriate State licensing agency. Correspondence between on-site officials and State licensing agencies will include COMNAVMILPERSCOM (NMPC-65) as a copy to or info addressee. This includes correspondence from commands transmitting funds to State licensing agencies covering vending machine income-sharing requirements. Major claimants, program managers and commanding officers will keep NMPC-65 advised and will identify and request guidance in instances involving issues not covered by published policy or when contemplating actions which require the specific approval of COMNAVMILPERSCOM or other higher level of authority. The point of contact for Randolph-Sheppard Act matters within NMPC-65 may be reached by telephone at AUTOVON 224-2875 or Commercial (202) 694-2875.

## 7. Action

a. Commanding officers will implement the policies and procedures specified in enclosure (1).


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b. The Director, Human Resource Management Department (NMPC-6), or his designated representative is authorized to approve applications submitted by State licensing agencies for permits or satisfactory sites to operate vending facilities. When it is considered proper to deny such requests, they must be referred with appropriate comments to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) for a decision.

#### 8. Form and Report

a. DD 1391 (DEC 76), FY\_\_\_ Military Construction Project Data, S/N 0102-LF-001-3910, is available in the Navy supply system using requisitioning procedures contained in NAVSUP P-2002, Navy Stock List of Publications and Forms.

b. Reference (b) requires a fiscal year-end consolidated report listing the total number of vending facility applications, the number approved, the number denied, the number pending, the total amount of vending machine income collected and the amount of such vending machine income disbursed to each state. Commanders will submit this data in the format of enclosure (3) to COMNAVMILPERSCOM (NMPC-65) no later than 31 October of each year covering the previous fiscal year's (1 October - 30 September) program. This report has been assigned Report Control Symbol 1270-ED-AN, and is approved until April 1995.



DUDLEY L. CARLSON

Vice Admiral, U.S. Navy

Deputy Chief of Naval Operations

(Manpower, Personnel and Training)

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REQUIREMENTS AND OPERATING PROCEDURES

1. Priority Right to Operate Vending Facilities. The blind have a priority right to operate vending facilities on Navy-controlled property when the opportunity to operate them becomes available. The priority extended allows blind licensees to be gainfully employed. While primary responsibility for carrying out this intent falls upon the State licensing agency, it is nevertheless a responsibility of the on-site official to ensure that the operator is in fact a State licensed blind person and that sighted employees or assistants are utilized only to the extent reasonably necessary.

a. The requirement to offer the State licensing agency a priority right to operate vending facilities on any Federal property is expressed in reference (a). Compliance with this provision requires that, where feasible, commanders of Federal property in geographic areas subject to the Randolph-Sheppard Act will take the initiative to identify and offer a specific site or sites at which the State licensing agency may operate a blind vending facility. Such a location should be in an area in which there is potential for an economically self-sustaining operation through patronage from the day shift (0800-1800) workforce and/or visitors to the Navy installation.

b. This priority will not be granted when it is determined that the interests of the United States would be adversely affected if the priority were accorded. Any such determination must be fully justified in writing through the chain of command to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)).

c. Applications for permits by the State licensing agency to operate vending facilities on Navy-controlled property must be submitted in writing to COMNAVMILPERSCOM (NMPC-65), through the on-site official. When an application is not approved, NMPC-65 will advise the State licensing agency in writing and will indicate the reasons for the disapproval. When issued, permits will describe the location of the vending facility and will be subject to the following requirements:

(1) The permit will be issued in the name of the State licensing agency.

(2) The permit will be issued for an indefinite period of time subject to suspension or termination upon failure to comply with agreed upon terms; and subject to termination by either party upon 60 days written notice to the other party in cases of (a) inactivation of the installation or activity, (b) loss of use of a building or other facility housing the vending facility, (c) change in the Navy's requirements for service, or (d) inability of

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the State licensing agency to continue to operate the vending facility.

(3) The permit will provide that:

(a) No charge will be made by the Navy to the State licensing agency for normal repair and maintenance of the building, or for cleaning areas adjacent to the designated vending facility boundaries, or for trash removal from a designated collection point.

(b) The State licensing agency will be responsible for cleaning and maintaining the appearance of and for the security of the vending facility within the designated boundaries of such facility and for all costs of every kind in conjunction with vending facility equipment, merchandise and other products to be sold, except as provided in paragraph 1c(3)(e). Neither party will be responsible for loss or damage to the other's property, unless proximately caused by its acts or omissions. The State licensing agency will also be responsible for the acts or omissions of the blind vendor, his or her employees or agents.

(c) Articles sold at such vending facilities may consist of newspapers, periodicals, publications, confections, tobacco products, foods, beverages, chances for any lottery authorized by State law and conducted by an agency of a State within such State, and other articles or services traditionally found in blind operated vending facilities operated under the Randolph-Sheppard Act as determined by the State licensing agency in consultation with the on-site official to be suitable for a particular location. Articles and services may be dispensed automatically or manually.

(d) Vending facilities will be operated in compliance with applicable health, sanitation and building codes, ordinances, and regulations.

(e) Installation, modification, relocation, removal, and renovation of vending facilities will be subject to the prior approval of the on-site official and the State licensing agency. Costs of installation, modification, removal, relocation or renovation will be paid by the initiating party. In any case of suspension or termination of a permit to operate a vending facility on the basis of noncompliance by either party, the costs of removal from the building will be borne by the noncomplying party.

(4) Unless waived by the on-site official, the permit will also contain appropriate requirements for reimbursement or



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direct payment for support services such as utilities and telephone service.

(5) In the event the blind licensee fails to provide satisfactory service or otherwise fails to comply with the requirements of the permit issued to the State licensing agency, the on-site official will, after coordinating with COMNAVMILPERSCOM (NMPC-65), notify the State licensing agency of this deficiency in writing and request corrective action within a specified time. The notice will indicate that failure to correct the deficiency will result in temporary suspension or termination of the permit, as appropriate. If necessary, suspension or termination action will be taken by COMNAVMILPERSCOM after consultation with the office of the ASN (M&RA).

2. Priority Right to Operate Cafeterias. The blind have a priority right to operate cafeterias on Navy-controlled property when the cafeteria operation involved is contracted.

a. The procuring activity solicitation, when issued, will establish basic requirements and the criteria for judging proposals. One copy of each solicitation will be provided to the State licensing agency for the blind. The criteria upon which proposals will be evaluated may include factors such as sanitation practices, personnel, staffing, menu pricing and portion sizes, variety, budget and accounting practices, fees, and other relevant considerations.

(1) If the State licensing agency submits a proposal and it is not within the competitive range established by the contracting officer, award may be made to another offeror following normal procurement procedures, but only after concurrence of such action by COMNAVMILPERSCOM.

(2) If the State licensing agency submits a proposal and it is within the competitive range established by the contracting officer, the contract will be awarded to the State licensing agency except as provided in paragraph 2a(3).

(3) The contracting officer may award to other than the State licensing agency when it is determined that award to the State licensing agency would adversely affect the interests of the United States (and ultimately the Secretary, Department of Education approves the determination), or when the on-site official determines, after conferring with COMNAVMILPERSCOM (NMPC-65) (and ultimately the Secretary, Department of Education agrees) that the blind vendor does not have the capacity to operate a cafeteria in such a manner as to provide food service at a comparable cost and of comparable high quality as that available from other providers of cafeteria services.

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b. Direct negotiations may be undertaken with State licensing agencies whenever the on-site official, with concurrence of COMNAVMILPERSCOM, has determined that the State licensing agency, through its blind licensee, can provide the cafeteria services required at reasonable cost, with food of high quality comparable to that available from other providers of cafeteria services. In the event direct negotiations fail to result in a contract with the State licensing agency, the procedures prescribed in paragraph 2a will be followed.

c. The operation of a cafeteria by a blind vendor will be governed by contractual agreement, not by permit. Normal contract administration procedures will apply, except that termination actions will not be taken without prior coordination with COMNAVMILPERSCOM (NMPC-65).

d. All contracts for the operation of cafeterias on Navy-controlled property with other than State licensing agencies will, upon expiration, be processed under the above paragraphs unless the State licensing agency informs the on-site official that it is not prepared to exercise its priority at that time.

3. Requirement for Satisfactory Sites. Any Navy acquired (purchased, rented, leased, constructed) or substantially altered or renovated building is required to have one or more satisfactory sites for a blind-operated vending facility. There is no obligation to offer space for a blind vending stand in an existing building which is not undergoing renovation. Should a commanding officer determine that blind vending stand services are desirable to meet an employee need, however, and it appears such a stand can be economically operated, the State licensing agency should be invited to establish a vending stand.

a. The requirement to provide a satisfactory site does not apply:

(1) When fewer than 100 Federal employees will be located in the building during normal working hours; or

(2) When the building contains less than 15,000 square feet to be used for Federal Government purposes in the case of a building in which services are to be provided to the general public.

b. When a facility, other than as described in paragraph 3a above, is being proposed for the Military Construction Program, space will be allotted for vending facilities for operation by the blind. Prior to preparation of DD 1391, FY\_\_\_ Military Construction Project Data, and in coordination with the applicable Naval Facilities Engineering Command, Engineering Field Division

(EFD), the commanding officer shall contact the State licensing agency in writing by certified mail, return receipt requested, to determine if there is an interest in obtaining space for vending facilities. (Appendices A, B, and C provide sample letters to use in notifying State licensing agencies of potential opportunities in buildings undergoing new construction or substantial alterations). The results of this contact shall be included in the "special considerations" submitted with the DD 1391. Where the State licensing agency is found to be interested, the command will require the EFD during the conceptual design stages to contact the State licensing agency by certified mail, return receipt requested, to determine if the agency still desires vending space. Negative replies will be required and placed in the project file. When a vending facility is required, the EFD will ensure that the location, size and arrangement within the building is consistent with the operational functions and is agreed to by both the activity and the State licensing agency. If the State licensing agency replies to the notification of a potential opportunity in a building proposed for new construction or undergoing a major modification that it does not desire to establish and operate a vending facility and indicates any specific reason other than insufficiency of the number of persons to support a vending facility (or if the Department of Education in response to a notification so directs), then a satisfactory site will be incorporated in the construction/renovation plans. Notification by the State licensing agency that there is intent to operate a blind vending stand does not constitute application for a permit. A separate request for a permit must be submitted via the on-site official to COMNAVMILPERSCOM (NMPC-65).

c. When a Navy activity is leasing all or part of a privately owned building in which the lessor or any of its tenants have an existing restaurant or other food facility in a part of the building not covered by the lease and the operation of a vending facility would be in substantial direct competition with such restaurant or other food operation, the requirement to provide a satisfactory site does not apply.

4. Vending Machine Income-Sharing Requirements. Vending machine income generated or received in commissions by Navy activities will be shared with State licensing agencies for the blind as set forth below. The on-site official is responsible for the collection of, and accounting for, such vending machine income.

a. The vending machine income-sharing requirements are as follows:

(1) One hundred percent of the vending machine income from vending machines in direct competition with blind-operated vending facilities will be provided the State licensing agency.

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(2) Fifty percent of the vending machine income from vending machines not in direct competition with blind-operated vending facilities will be provided the State licensing agency.

(3) Thirty percent of the vending machine income from vending machines not in direct competition with blind-operated vending facilities and located where at least 50 percent of the total hours worked on the premises occurs during other than normal working hours (i.e., after 1800 and before 0800 monday through friday) will be provided to the State licensing agency.

b. The determination of whether a vending machine is in direct competition with the blind-operated vending facility is the responsibility of the on-site official subject to the concurrence of the State licensing agency.

c. Currently, these vending machine income-sharing requirements do not apply to:

(1) Income from vending machines operated by or for the Navy Exchange or Ship's Store systems where profits from such vending machines are remitted to the Navy military recreation program. (Note: Profits from such vending machines provided to civilian recreation programs are subject to the income-sharing requirements.)

(2) Income from vending machines, not in direct competition with a blind-operated vending facility, at any individual location, installation, or facility where the total of the vending machine income from all such machines at such location, installation, or facility does not exceed \$3,000 annually.

d. The payment to State licensing agencies under these income-sharing requirements must be made quarterly on a calendar year basis within 60 days after expiration of the applicable calendar quarter.

e. Any payment to other than a State licensing agency should be made only after receipt of a notarized affidavit from the State licensing agency stating that a nominee was authorized to act as its agent to receive vending income monies. The State licensing agency should be provided with a duplicate copy of each record of payment made to its nominee.

f. In the handling of quarterly vending machine income-sharing payments, if the net profit for the first quarter of the calendar year at a location is less than \$3,000, the amount will be projected to the end of the year. If the projected annual net profit for a location is \$3,000 or more, no immediate payment will be made to the State licensing agency, but the appropriate

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percentage of the actual profit (30 or 50 percent) will be put in escrow for possible future payment. This procedure will be followed each quarter. Payments will begin with the quarter in which actual profits exceed \$3,000. Any monies remaining in escrow at the end of the calendar year which are excess to the income-sharing liability to the State licensing agency will revert to the nonappropriated fund instrumentality.

g. The \$3,000 net profit income-sharing exception and the procedures described in paragraph 4f is not applied to profits of machines in locations determined to be in direct competition with a blind operated vending facility. Since 100 percent of these net profits are payable, all net profits from machines deemed to be in direct competition must be determined and paid at least quarterly.

h. Administrative and accounting overhead expenses may be used in computing net vending machine income. To achieve simplicity, accuracy, and uniformity in this computation, the following calculation technique will be used in determining the vending machine net income subject to the income-sharing provisions:

(1) Vending machine net income shall be calculated by reducing direct vending machine operating profits (Direct Departmental Vending Machine Revenue less Direct Departmental Vending Machine Expense) by a proportionate share of the general and administrative (G&A) expenses of the nonappropriated fund organization managing the vending machine operation. (No credit can be considered for appropriated fund expenses incurred in administering the vending machine program).

(2) The proportionate G&A expenses shall be calculated by first determining the percentage of all nonappropriated G&A expenses to all sales of the managing nonappropriated fund instrumentality and then applying this percentage to vending machine sales only to determine the G&A costs attributable to vending machine sales expense. For example, if the total nonappropriated fund activity retail sales for the quarter are \$10,000 and the G&A expenses incurred are \$1,000 for the same period, the relationship of G&A to total sales for the period is 10 percent. Assuming then that vending machine sales for the same period are \$9,000 with direct departmental expenses of \$5,000, there is a gross direct departmental vending machine operating profit of \$4,000. The application of a proportionate share of G&A of \$900 ( $\$9,000 \times 10$  percent) reduced from the \$4,000 direct departmental vending machine operating profit results in net vending machine profits subject to income sharing of \$3,100 ( $\$4,000 - \$900$ ). In no instance will an amount of nonappropriated G&A expense be subtracted from direct operating profit which is in excess of 15 percent of gross vending machine sales.

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(3) A record of this overhead allocation calculation must be retained as part of the record which substantiates the quarterly income-sharing determination.

Enclosure (1)

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(Activity Letterhead)

File/Ref. No  
Date

(State Licensing Agency)  
(Address)

Gentlemen:

This activity is planning to (construct) (renovate) a building which you may be interested in operating a blind vending facility. (Give description of building, function and number of employees.) If you determine that this facility is adequate to support a vending facility, please advise. When the facility is programmed and conceptual drawings are prepared, the \_\_\_\_\_ Division, NAVFACENGCOM will furnish you with floor plans showing the proposed site. Should you determine you are not prepared to establish such a facility in this building for operation by a blind licensee, please so advise.

In the event that you do not respond within 30 days of receipt of this letter, or do not provide an explanation for your decision not to establish a vending facility, I will assume that you have determined that the number of employees is insufficient to support such a facility and the vending space will not be allocated.

Sincerely,

(Signature/Title of  
on-site official)

(Blind copy to:)  
(Regional Office, Department of Education)  
SECNAV (M&RA)  
COMNAVMILPERSCOM (NMPC-65)  
(Cognizant NAVFAC Engineering Field Division)  
(NAVRESSO, Staten Island (when NEX operation))

(NOTE: Forward using certified or registered mail, return receipt requested)

Appendix A  
Enclosure (1)

OPNAVINST 4535.1A

26 MAY 1987

(Activity Letterhead)

File/Ref. No  
Date

(State Licensing Agency)  
(Address)

Gentlemen:

Per the Randolph-Sheppard Act as amended, enclosed please find a line drawing of a building (to be constructed) (designed for substantial alteration or renovation) (to be acquired) at \_\_\_\_\_ . Provision has been made for a general purpose site for a blind-operated vending facility, which is identified on the drawing. The location proposed is considered to be most conveniently accessible to the majority of the \_\_\_\_\_ federal employees projected to work in the facility. If you determine that this number is sufficient to support a vending facility, please advise indicating your counter-proposal and a description of the type of vending facility to be operated. Should you determine you are not prepared to establish such a facility in this building for operation by a blind licensee, please so advise.

In the event that you do not respond within 30 days of receipt of this letter, or do not provide an explanation for your decision not to establish a vending facility, I will assume that you have determined that the number of employees is insufficient to support such a facility and the vending space will not be allocated.

Sincerely,

(Signature/Title of  
on-site official)

Encl:

(1) Line Drawing

(Blind copy to:)

(Regional Office, Department of Education)

SECNAV (M&RA)

COMNAVMILPERSCOM (NMPC-65)

(Cognizant NAVFAC Engineering Field Division)

(NAVRESSO, Staten Island (when NEX operation))

(NOTE: Forward using certified or registered mail, return receipt requested)

Appendix B

Enclosure (1)



2 6 MAY 1987

(Activity Letterhead)

File/Ref. No  
Date

From: (On-site Official - Naval Installation Commander)  
To: (Regional Office, Department of Education)  
Via: (1) Commander, Naval Military Personnel Command (NMPC-65)  
(2) Assistant Secretary of the Navy (Manpower and Reserve Affairs)

Subj: RANDOLPH-SHEPPARD ACT AMENDMENTS

1. Reference is made to my letter of \_\_\_\_\_, above subject, forwarding to the (state licensing agency) a line drawing of a building (to be acquired) (to be constructed) (designated for substantial renovation or alteration) at \_\_\_\_\_. The drawing incorporated a proposed site for a blind-operated vending facility. A copy of this correspondence was furnished concurrently to your office.

2. I conclude from the State licensing agency's (failure to respond to referenced letter) (declination, without further explanation, to establish and operate a vending facility) that the agency has determined that the number of employees is insufficient to support a vending facility. Accordingly, and unless otherwise directed by the Secretary, Department of Education, a satisfactory site for a blind-operated vending facility will not be incorporated in the final plans.

(Signature block of preparer)

Copy to:  
(Cognizant NAVFAC Engineering Field Division)

(NOTE: NAVRESSO, Staten Island will be the first "Via addressee" when NEX managed facilities are involved)

Appendix C  
Enclosure (1)

DEFINITIONS

1. Blind Licensee. A blind person licensed by the State licensing agency to operate a vending facility on Federal or other property.
2. Cafeteria. A food dispensing facility which provides a broad variety of prepared foods and beverages (including hot meals) primarily through the use of a serving line where the customer serves or selects for himself or herself from displayed selections. A cafeteria may be fully automatic, self-service, or have limited waiter or waitress service. Table or booth seating facilities are always provided. Navy food dispensing facilities which conduct cafeteria-type operations during part of their normal operating day and full table-service operations during the remainder of their normal operating day are not "cafeterias" if they engage primarily in full table-service operations.
3. Direct Competition. The presence and operation of a Navy activity operated vending machine or a vending facility on the same premises as a vending facility operated by a blind vendor. Vending machines or vending facilities operated in areas serving employees, the majority of whom normally do not have access (in terms of uninterrupted ease of approach and the amount of time required to patronize the vending facility) to the vending facility operated by a blind vendor, will not be considered to be in direct competition with that vending facility.
4. Federal Property. Any building, land, or other real property owned, leased, or occupied by any department, agency or instrumentality of the United States.
5. Individual Location, Installation, or Facility. A single building or a self-contained group of buildings. A self-contained group of buildings means two or more buildings which are in close proximity to each other, and between which a majority of the Federal employees working in such buildings regularly move from one building to another in the normal course of their official business during a normal working day.
6. Federal Employees. Civilian appropriated fund and nonappropriated fund employees of the United States.
7. License. A written instrument issued by a State licensing agency to a blind person, authorizing that person to operate a vending facility on Federal or other property.
8. Normal Working Hours. An 8-hour work period between the hours of 0800 and 1800 hours, Monday through Friday.
9. On-Site Official. The individual in command of an installation or separate facility or location.

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10. Permit. The official written approval to establish and operate a vending facility requested by and issued to a State licensing agency by COMNAVMILPERSCOM (NMPC-6) or his designated representative.

11. Satisfactory Site. An area fully accessible to vending facility patrons and having sufficient electrical, plumbing, heating, and ventilation outlets for the location of a vending facility in accordance with applicable health and building requirements. A "satisfactory site" will have a minimum of 250 square feet available for sale of items and for storage of articles necessary for the operation of a vending facility, unless the Assistant Secretary of the Navy (Manpower and Reserve Affairs) and the State licensing agency agree that a smaller or larger facility is appropriate.

12. State. The 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, and the Virgin Islands.

13. State Licensing Agency. The State agency designated by the Department of Education to issue licenses to blind persons for the operation of vending facilities on Federal and other property.

14. Substantial Alteration or Renovation. A permanent material change in the floor area of a building which would render it appropriate for the location and operation of a vending facility by a blind vendor.

15. Vending Facility. Automatic vending machines, cafeterias, snack bars, cart services, shelters, and counters, which sell such items as newspapers, periodicals, confections, tobacco products, food, beverages, and other articles and services to be dispensed automatically or manually and which are prepared on or off the premises following applicable health laws and further including the vending or exchange of chances for any lottery authorized by State law and conducted by an agency of a State within such State. "Vending facility" does not include food dispensing facilities (e.g., food operations of messes/military clubs) which engage in full table-service operation.

16. Vending Machine. For the purpose of assigning vending machine income, means a coin or currency operated machine which dispenses articles or services, except that machines providing services of a recreational nature, commonly referred to as amusement machines (e.g., jukeboxes, pinball machines, electronic game machines, pool tables, shuffle boards, etc.) and telephones, are not considered to be vending machines.

17. Vending Machine Income. Receipts from vending machine operations on Federal property, after deducting all applicable costs incurred (costs of goods, service, maintenance, repair,

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cleaning, depreciation, supervisory and administrative personnel, normal accounting, accounting for income-sharing, etc.) where the machines are operated by any Navy activity; or commissions received (less applicable costs) by any Navy activity from a commercial vending firm which provides vending machines on Federal property for, or with the approval of, any Naval activity.

18. Vendor. A blind licensee who is operating a vending facility on Federal or other property.

SAMPLE REPORT LETTER

SSIC  
Code or Serial

From: Commanding Officer  
To: Commander, Naval Military Personnel Command (NMPC-65), Navy  
Department, Washington, DC 20370-5000

Subj: VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL PROPERTY  
(REPORT CONTROL SYMBOL 1270-ED-AN)

Ref: (a) OPNAVINST 4535.1A

1. Per reference (a), the following report is submitted for the period 1 October 198\_\_ to 30 September 198\_\_.

a. Vending facility(ies) (separate vending stand(s)) operated by the blind:

(1) Number currently operated and month and year each was established: \_\_\_\_\_.

(2) Number disestablished this year: \_\_\_\_\_. Reason for disestablishment: \_\_\_\_\_.

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b. Total number of applications for vending facility locations received this fiscal year from the State licensing agency for the blind: \_\_\_\_\_. Of these,

(1) Number approved \_\_\_\_\_.

(2) Number denied \_\_\_\_\_.

(3) Number pending \_\_\_\_\_.

(4) Number of applications pending from prior years \_\_\_\_\_.

c. Number of cafeterias operated under contract with the State licensing agency for the blind: \_\_\_\_\_.

d. Total amount of vending machine income collected this fiscal year which is subject to the requirements for income sharing with the State licensing agency for the blind: \$\_\_\_\_\_.

e. The amount of income in paragraph 1d above disbursed to the State agency: \$\_\_\_\_\_.

f. The amount of income in paragraph 1d above not disbursed: \$\_\_\_\_\_. Of this:

(1) Amount held in escrow: \$\_\_\_\_\_.

(2) Amount not paid due to lack of funds: \$\_\_\_\_\_.

Copy to:  
(Chain of Command, as appropriate)

Enclosure (3)

**STATE LICENSING AGENCIES FOR RANDOLPH SHEPPARD  
VENDING FACILITY PROGRAM**

**OFFICIAL STATE LICENSING AGENCIES**

**ALABAMA**

Director  
Rehabilitation and Crippled Children Services  
2129 E. South Boulevard  
Montgomery, AL 36111

**ALASKA**

Director  
Division of Vocational Rehabilitation  
P.O. Box F, Mail Stop 0581  
Juneau, AK 99811

**ARIZONA**

Administrator  
Rehabilitation Services Administration  
Department of Economic Security  
1300 W. Washington Street  
Phoenix, AZ 85007

**ARKANSAS**

Commissioner  
Division of Services for the Blind  
Department of Human Services  
411 Victory Street  
Box 3237  
Little Rock, AR 72503

**CALIFORNIA**

Section Chief  
Services for the Blind  
Department of Rehabilitation  
830 K. Street Mall  
Sacramento, CA 95811-2220

**COLORADO**

Administrator  
Services for the Visually Impaired  
717 17th Street  
Denver, CO 80218-0899

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**OFFICIAL STATE LICENSING AGENCIES**

**CONNECTICUT**

Director  
Board of Education and Services for the Blind  
170 Ridge Road  
Wethersfield, CT 06109

**DELAWARE**

Director  
Division for the Visually Handicapped  
Department of Health & Social Services  
305 W. Eighth Street  
Wilmington, DE 19801

**DISTRICT OF COLUMBIA**

Administrator  
Rehabilitation Services Administration  
605 G Street, N.W.  
Washington, DC 20001

**FLORIDA**

Director  
Division of Blind Service  
2540 Executive Center Circle West  
Tallahassee, FL 32301

**GEORGIA**

Director  
Division of Rehabilitation Services  
Department of Human Services  
878 Peachtree Street, N.E.  
Atlanta, GA 30309

**HAWAII**

Administrator  
Division of Vocational Rehabilitation and Services for the Blind  
1000 Bishop Street  
P.O. Box 339  
Honolulu, HI 96809

**IDAHO**

Director  
Idaho Commission for the Blind  
341 W. Washington Street  
Boise, ID 83702

**OFFICIAL STATE LICENSING AGENCIES**

**ILLINOIS**

Director  
Department of Rehabilitation Services  
623 East Adams Street  
Springfield, IL 62705

**INDIANA**

Director  
Division of Services for the Blind and Visually Impaired  
251 N. Illinois Avenue  
Indianapolis, IN 46204

**IOWA**

Director  
Commission for the Blind  
Fourth and Keosauqua  
Des Moines, IA 50309

**KANSAS**

Director  
Services for the Blind  
2700 West 6th Street  
Topeka, KS 66606

**KENTUCKY**

Director  
Bureau of Blind Services  
427 Versailles Road  
Frankfort, KY 40601

**LOUISIANA**

Director  
Division of Blind Services  
P.O. Box 28  
Baton Rouge, LA 70821

**MAINE**

Director  
Bureau of Rehabilitation  
Maine Division of Eye Care  
32 Winthrop Street  
Augusta, ME 04330

**MARYLAND**

Assistant State Superintendent  
Division of Vocational Rehabilitation  
200 West Baltimore Street  
Baltimore, MD 21201



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OFFICIAL STATE LICENSING AGENCIES

**MASSACHUSETTS**

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Massachusetts Commission for the Blind  
110 Tremont Street  
Boston, MA 02108

**MICHIGAN**

Director  
Commission for the Blind  
309 N. Washington Avenue  
Lansing, MI 48909

**MINNESOTA**

Director  
State Services for the Blind and Visually Handicapped  
1745 University Avenue  
St. Paul, MN 55104

**MISSISSIPPI**

Director  
Vocational Rehabilitation for the Blind  
P.O. Box 4872  
Jackson, MS 39216

**MISSOURI**

Deputy Director  
Division of Family Services  
Bureau for Blind  
Broadway State Office Building  
619 East Capitol  
Jefferson City, MO 65101

**MONTANA**

Director  
Department of Social & Rehabilitation Services  
P.O. Box 4210  
Helena, MT 59601

**NEBRASKA**

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Division of Rehabilitation Services for Visually Impaired  
Department of Public Institutions  
4600 Valley Road  
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**NEVADA**

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**OFFICIAL STATE LICENSING AGENCIES**

**NEW HAMPSHIRE**

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**NEW JERSEY**

Executive Director  
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1100 Raymond Boulevard  
Newark, NJ 07102

**NEW MEXICO**

Director  
Commission for the Blind  
PERA Building  
Santa Fe, NM 87503

**NEW YORK**

Associate Commissioner  
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40 North Pearl Street  
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Rehabilitation Services Commission  
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**OKLAHOMA**

Chief  
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Division of Rehabilitative and Visual Services  
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Oklahoma City, OK 73125

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**OFFICIAL STATE LICENSING AGENCIES**

**OREGON**

Administrator  
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535 S.E. 12th Avenue  
Portland, OR 92714

**PENNSYLVANIA**

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Harrisburg, PA 17120

**PUERTO RICO**

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**RHODE ISLAND**

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**TEXAS**

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State Commission for the Blind  
P.O. Box 12866  
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Austin, TX 73711

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**OFFICIAL STATE LICENSING AGENCIES**

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Director  
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Utah State Office of Education  
309 East First South  
Salt Lake City, UT 84111

**VERMONT**

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Division for the Blind Impaired  
103 South Main Street  
Waterbury, VT 05676

**VIRGINIA**

Commissioner  
Virginia Department for the Visually Handicapped  
397 Azalea Avenue  
Richmond, VA 23227

**VIRGIN ISLANDS**

Commissioner  
Department of Social Welfare  
P.O. Box 550  
St. Thomas, VI 00901

**WASHINGTON**

Director  
Department of Services for the Blind  
921 Lakeridge Drive 2nd Floor  
Mail Stop SW-21  
Olympia, WA 98504

**WEST VIRGINIA**

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State Capitol Complex  
Charleston, WV 25305

**WISCONSIN**

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OFFICIAL STATE LICENSING AGENCIES

GUAM

Chief  
Division of Vocational Rehabilitation  
Government of Guam  
Board for Control for Vocational Rehabilitation  
Department of Education  
Agana, GQ 96910